

DEPARTMENT OF SOCIAL SERVICES

44 P Street, Sacramento, CA 95814

August 23, 1982



ALL-COUNTY INFORMATION NOTICE I-114-82

TO: ALL PUBLIC AND PRIVATE ADOPTION AGENCIES  
ALL DEPARTMENT OF SOCIAL SERVICES ADOPTION DISTRICT OFFICES

SUBJECT: STATISTICAL REPORTING ON FORM AD-42R, INDIVIDUAL RECORD -  
RELINQUISHMENT ADOPTIONS

REFERENCE: DEPARTMENT OF SOCIAL SERVICES STATISTICAL REPORTING MANUAL,  
SECTION 26-651

Some adoption agencies have been submitting excessively late Form AD-42R reports. As a result, these documents cannot be included in the processing of the data. It is important for Form AD-42R to be submitted as directed in the reporting instructions in the Statistical Manual. The applicable sections of the manual are reviewed below.

Section 26-651.05

This section states, in part, that "Public and Private adoption agencies ... shall submit reports on Form AD-42R, Individual Record - Relinquishment Adoptions ... when a child is placed in an adoptive home" (as shown by the entry in Item 8, "Date of Present Adoptive Placement").

Section 26-651.04


This section states that "individual records (AD-42R) are due not later than the 12th working day of the month following the quarter of action on the case". The quarter of action in a case where the child is placed in an adoptive home is the quarter in which the date of placement occurs, not the date the case is formally closed in the agency; that is, pending the final dictation in the case record. Therefore, reporting agencies are not to wait until the adoption is completed or until the case is closed to submit the completed Form AD-42R.

This section states that the same number of records (Form AD-42R's) will be submitted for a given quarter as are shown on Form AD-56C, Item 11, Children Placed in Adoptive Homes During Quarter.

Adoption agencies should use the count on Form AD-56C, Relinquishment Adoptions - County Agencies, Quarterly Statistical Report, as a control in the submittal of Form AD-42R. Internal agency procedures should be established to assure that a Form AD-42R is completed for every relinquishment adoption placement so that the number of Form AD-42R's submitted agrees with the count on Form AD-56C, Item 11.

Failure to submit Form AD-42R's in a timely manner will result in those cases being omitted from the annual published report, thereby reducing the validity of the data.

Please direct questions about program matters relating to this statistical report to Ms. Jackie Kennedy of the Adoptions Branch at (916) 323-7793. Direct questions about statistical reporting on this form to David Webber of the Statistical Services Branch at (916) 323-2392.



JAMES H. GOMEZ  
Deputy Director  
Administration

cc: CWDA